

IN THE COURT OF COMMON PLEAS OF CENTRE COUNTY,  
PENNSYLVANIA

IN RE:

Adoption of Civil Local Rules

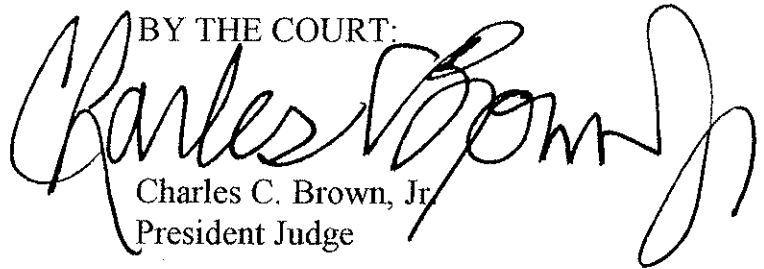
:  
:

: Miscellaneous No. 2004-279

ORDER

AND NOW, this 11<sup>TH</sup> day of October, 2004, the Centre County Court of  
Common Pleas hereby adopts the attached Civil Local Rules, which will be effective  
upon publication on the Administrative Office of Pennsylvania Courts' website.

BY THE COURT:



Charles C. Brown, Jr.  
President Judge

DEBRA C. JIMEL  
PROTHONOTARY  
CENTRE COUNTY, PA.

2004 OCT 11 P 1:11

FILED FOR RECORD

# *Centre County Civil Local Rules*

## **LOCAL RULE 205.2(a)**

### **SIZE AND OTHER PHYSICAL CHARACTERISTICS OF PAPERS AND OTHER DOCUMENTS**

Papers and other documents filed in this court, except original or true copies of exhibits, shall be on paper approximating eight and one-half (8½) inches by eleven (11) inches in size. Any paper or other document filed shall be sufficient as to format and other physical characteristics if it substantially complies with the following requirements:

- (1) Prepared on white paper (except for covers, dividers, and similar sheets) of good quality with typed or printed matter six and one-half (6½) inches by nine and one-half (9½) inches.
- (2) The first sheet shall contain a three (3) inch space from the top of the paper for all court stampings, filings notices, etc.
- (3) The lettering or typeface shall be clearly legible and shall not be smaller than 14 point word processing font or, if typewritten, shall not be smaller than pica. The text must be double-spaced, but quotations more than two lines long may be indented and single-spaced. Headings and footnotes may be single-spaced. The font type and size used in footnotes shall be the same as that used in the body of the brief. Margins must be at least one inch on all four sides. Page numbers may be placed in the margins, but no text may appear there.
- (4) The lettering or typeface shall be on only one (1) side of a page, except that exhibits and similar supporting documents may be lettered on both sides of a page.
- (5) All papers and other documents filed in this court shall be securely fastened with a staple in the upper left hand corner.
- (6) Exhibits to a brief or motion shall accompany the brief or motion and shall be marked/labeled at the bottom of the page.
- (7) A proposed order shall accompany each motion or other request for relief, but shall not be fastened together.
- (8) Each motion and each brief shall be a separately bound document.

- (9) All original documents shall be marked “original.” All copies shall be marked “copy.” Where there is more than one case number referenced on a filing, an original document must be filed to each case number.
- (10) Any document signed by an attorney for filing shall contain under the signature line the name, address, telephone number, fax number, e-mail address (if applicable) and Pennsylvania or other state bar identification number. When listing the bar identification number, the state’s postal abbreviation shall be used as a prefix (e.g., PA 12345, NY 246810).

**LOCAL RULE 206.1(a)**  
**PETITION**

**APPLICATIONS TO BE DETERMINED PURSUANT Pa. R.C.P. 206.1**

**LOCAL RULE 208.2(e)**

**DISCOVERY MOTIONS, STATEMENT OF CONFERENCE TO RESOLVE  
OBJECTIONS**

Counsel for movant in a discovery motion shall file as part of the motion a statement certifying that counsel has conferred with counsel for the opposing party in a good faith effort to resolve by agreement the issues raised by the motion without the intervention of the court. If part of the issues raised by the motion have been resolved by agreement, the statement shall specify the issues so resolved and the issues remaining unresolved.

**LOCAL RULE 208.3(a)**  
**MOTIONS PROCEDURE**

- (1) Except for motions made orally during a trial or hearing, all motions shall be in writing. All motions shall include a scheduling Order which will be completed by the Judge assigned to that motion, as well as a proposed Order specifying the relief sought by the moving party.
- (2) All motions shall be filed with the Prothonotary's Office, which will then forward the motion to the Court Administrator's Office. The Court Administrator's Office will assign the motion to a Judge for disposition. The assigned Judge will then issue an Order setting forth a briefing schedule and a date for argument, if any. The Prothonotary's Office will notify all counsel of record and/or unrepresented parties of the scheduling. In the event that either or both parties wish to submit the matter on briefs without oral argument, they shall communicate that wish to the Court, in writing, prior to the Argument day. Failure to file a brief in a timely manner without written leave of the Court may result in the Court determining the issues raised in the motions to be uncontroverted.
- (3) Emergency motions shall be governed by the procedure set forth above. It is the duty of the moving party to bring to the attention of the Prothonotary and the Court Administrator's Office the emergency nature of the motion.

**LOCAL RULE 208.3(b)**  
**MOTIONS; BRIEFS and RESPONSES**

The Judge assigned to hear a motion under Local Rule 208.3(a) shall in the scheduling Order set forth any requirements with respect to briefing and the filing of responses.

## **LOCAL RULE 210**

### **CONTENTS AND FILING OF BRIEFS**

- (1) Briefs shall contain a complete citations of all authorities relied upon, including whenever practicable, citations both to official and unofficial reports. No brief may incorporate by reference all or any portion of any other brief. A copy of any unpublished opinion which is cited must accompany the brief as an attachment. The brief of the moving party shall contain a procedural history of the case, a statement of facts, a statement of questions involved, and argument. The brief of the opposing party may contain a counter statement of the facts and of the questions involved and a counter history of the case. If counter statements of facts or questions involved are not filed, the statements of the moving party will be deemed adopted. The brief of each party, if more than fifteen (15) pages in length, shall contain a table of contents, with page references, and table of citations of the cases, statutes, and other authorities referred to therein, with references to the pages at which they are cited. A brief may address only one motion, except in the case of cross motions for summary judgment.
  
- (2) The original of all briefs shall be filed with the Prothonotary, but a copy shall be served on the Judge to whom the matter has been assigned.



**LOCAL RULE 1028(c)**

**PRELIMINARY OBJECTIONS**

All Preliminary Objections shall be filed in the Prothonotary's Office, which will then forward the Objections to the Court Administrator's Office. The Court Administrator's Office will assign the Objections to a Judge for disposition. The assigned Judge will issue an Order setting forth a briefing schedule and a date for argument, if any. The Prothonotary's Office will notify all counsel of record and/or unrepresented parties of the scheduling. In the event that either or both parties wish to submit the matter on briefs without oral argument, they shall communicate that wish to the Court, in writing, prior to the Argument day. Failure to file a brief in a timely manner without written leave of the Court may result in the Court determining the issues raised in the Preliminary Objections to be uncontroverted.

# County of Centre



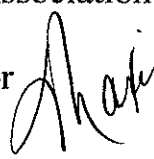
## COURT ADMINISTRATION

Centre County Courthouse  
102 South Allegheny Street, Room 208  
Bellefonte, Pennsylvania 16823  
Telephone (814) 355-6727  
Fax (814) 355-6707

MAXINE O. ISHLER  
Court Administrator

## MEMORANDUM

TO: Members of the Centre County Bar Association

FROM: Maxine O. Ishler, Court Administrator 

DATE: December 19, 2012

RE: Changes in Centre County Custody Procedures

Please be advised the Centre County Court of Common Pleas is implementing changes in our custody procedures effective January 1, 2013, as follows:

- A Custody Services Fee of \$75 will be charged for each Petition for Modification, Contempt or Special Relief. Please see attached the Court Order establishing this fee.
- If a Petition for In Forma Pauperis is filed with the original Custody Petition, one must be filed with each additional filing.
- The Judges will each have Group Custody Conference Day for conferences once a month on a Wednesday at 1:30 p.m. in Courtroom #1. All new Custody Petitions, Petitions for Modifications, Contempt or Special Relief will be scheduled for the date scheduled for the Judge assigned to each case. (Similar to Mifflin County's procedure.) The Judge will explain the process to all scheduled as a group. Emergency Petitions will not be scheduled during Group Custody Conference Day, and will continue to be scheduled individually. If an Emergency

Petition is deemed to not be an urgent emergency, it will be set for Group Custody Conference Day.

- Individual conferences will be held after the Judge's introductory remarks.
- If an agreement is reached, it will be put on the record.
- If an agreement is not reached, the case will be referred to mandatory mediation orientation. Bonnie Millmore from CACJ will be present to provide additional information and schedule appointments for mediation orientation, if possible.
- If the case involves domestic violence issues, it will not be referred to mediation orientation, without the consent of both parties.
- If the moving party fails to appear for mediation orientation, the Complaint or Petition is dismissed. If the responding party fails to appear for mediation orientation, custodial time is suspended.
- If mediation is successful, an Order is entered.
- If mediation is unsuccessful, CACJ will submit a report to the Judge stating the same and advising the length of hearing time needed.
- A Custody Scheduling Order will be prepared by the Court for all cases which failed at mediation, or were not referred to mediation specifying deadlines and schedules for pre-trial work and scheduling dates for a pre-hearing conference and the hearing. (See Attached)
- A pre-hearing conference will be held with the Judge in chambers.
- A custody hearing will be held.

The Court appreciates your attention and cooperation with these new procedures. Thank you.

IN THE COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA  
CIVIL ACTION-LAW

RE: CUSTODY SERVICES FEE

:  
: No.  
: MISCELLANEOUS

ORDER

AND NOW, this 21 day of November, 2012, it is hereby ordered that a Custody Services Fee will be established effective beginning January 1, 2013.

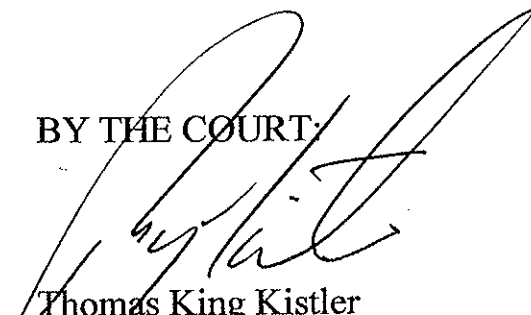
The fee will apply to the following filings:

- A. All Custody Modification Petitions.....\$75.00
- B. All Custody Petitions for Special Relief.....\$75.00
- C. All Custody Contempt Petitions.....\$75.00

This fee shall be paid to the Centre County Prothonotary's Office.

The Prothonotary is hereby directed to collect these fees and transfer said funds on a monthly basis to the account designated by the Centre County Court Administrator.

BY THE COURT:



Thomas King Kistler  
President Judge